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JOB DESCRIPTION

Position Title: Project Admin Assistant, WWF-Vietnam (seasonal staff position)

Reports to: Project Manager, BIODEV2030

Location: Hanoi

I. Background

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environmental issues and implemented field activities across the country. Find out more at <https://vietnam.panda.org/>. WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

Despite decades of effort, global trends on the loss of nature remain deeply worrying. Unquestionably, stopping biodiversity decline to secure the sustainable provision of vital ecosystem goods and services that underpin humanity's sustainable development is imperative.

To escalate the challenge to the top of the global agenda in 2020, WWF launched an ambitious, integrated network initiative to: (1) Radically escalate the political relevance of nature; (2) Galvanize a cohesive movement across states and non-state actors to drive change; (3) Secure ambitious commitments and strong accountability mechanisms through relevant multi-lateral and non-state mechanisms to deliver change.

WWF's work on the New Deal for Nature & People is about securing the above ambitions. It strives to mobilize key stakeholders to encourage global decision-makers to play a leadership role. Key stakeholders include the public and civil society, business and the financial sector, as well as political players. Effectively engaging the stakeholders requires the strong involvement of teams and country offices across the WWF Network, supported by strong scientific research in order to make a strong science-based and economically sound case for urgent action.

The **BIODEV2030 Project (Biodiversity Engagement Facilitation)** contributes to the New Deal for Nature & People. It will support WWF-Vietnam to engage stakeholders to contribute to bending the curve on biodiversity decline by setting national and sectoral voluntary contributions and/or platforms. To do so, the BIODEV 2030 Initiative will support piloting scientific studies, organizing and facilitating national consultations at the sectoral level, across a number of stakeholders, public, private, and CSOs, and engaging in high-level dialogues.

We are looking for an experienced and passionate Project Admin Assistant to cover this job and some other campaign supporting admin jobs

II. Major Functions:

Project Assistant is responsible for providing daily administrative support to Project Manager to ensure efficient project administration tasks.

III. Major Duties and Responsibilities:

Provide support to Project Manager in the tasks of:

- Provide support to Project Manager to work with relevant functions to arrange logistics for events and meetings of the project to ensure that they are properly organized and conducted;
- Provide support to Project Manager to develop action plans, activity fund planning under the guidance of project technical staff;
- Assist Project Manager to monitor activities conducted by counterparts;

- Responsible to work with procurement unit for the purchase of project equipment and assets upon approval by Project Manager to ensure the purchasing policies and procedures are strictly followed. Work with FA Function to conduct inventory of project assets, if any;
- Assisting the receiving and general screen the relevant invoices, receipts, supporting documents of in charged project activities to ensure accurateness and compliance with current requirements;
- Assisting Project Managers to perform contract management, ensure support counterpart and the team in closing relevant in charged action plans and/ or contracts timely on monthly basis and keep managers informed of the closing date and follow up with extension;
- Supporting project teams with the annual internal and external finance and accounting audits when required;
- Assisting the purchase of project supplies, project equipment, and assets, and ensure the purchasing policies and procedures are strictly followed;
- Supporting; booking vehicles and accommodation and other logistics, etc for project staff if required;
- Providing admin supports for WWF's campaigns at specific request/s;
- Perform any other additional duties and activities upon instruction.

IV. Profile:

Required qualifications

- Bachelor degree in Business Administration. Diploma in any other relevant field will be an added advantage;
- Excellent knowledge of MS Office and office management systems;
- Proven experience as an office administrator, procurement assistant/officer or other related relevant roles;
- Familiarity with office management procedures and basic accounting principles.

Required Skills and Competencies

- Experience working in office administration, logistics and procurement;
- Outstanding communication and interpersonal abilities;
- Excellent organizational skills, trustworthy, attention to details & high sense of confidentiality;
- Ability to work under pressure to pursue multiple tasks simultaneously to successful conclusions;
- Demonstrate a high level of integrity;
- Adherence to WWF's values: Knowledgeable, Optimistic, Determined and Engaging;
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively; Leading teams; Leading change; Managing Resources.

V. Working Relationships:

Internal

- Work closely with Project Manager and project staff;
- Interact closely with operation teams of WWF-Vietnam.

External

- Interact regularly with government agencies, partners, consultants, suppliers, service providers;
- Engage with other organizations on administration systems and practices for learning and sharing.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs